

225.70

Proxies

Guidelines

Policy	<p>Adult participants or parents/guardians may authorize another individual as their proxy to:</p> <ul style="list-style-type: none">• Bring an infant or child to their certification appointment, and/or• Pick up food instruments (FIs). <p>Proxy authorizations may be effective for a single month or several months. However, the maximum length of time allowed for a proxy authorization is the participant's certification period. Therefore, a new proxy card or note is required at a subsequent certification for someone to continue to be a proxy.</p>
Definition	<p>A <u>proxy</u> is anyone other than the adult participant or the individual with legal responsibility (parent, legal guardian, or other individual) for an infant or child. Examples of proxies include grandparents, aunts, uncles; childcare providers; friends; and teenaged children living in the household. The second parent in a household is NOT a proxy; this individual does not need permission from the other parent in the household to bring children for appointments or pick up FIs.</p> <p><u>Note:</u> If the adult with legal responsibility for a child abandons that child (i.e., leaves that child in the care of relatives or friends), that relative or friend is considered to be a parent/guardian for certifications and picking up FIs.</p>
Discuss at each certification	<p>WIC staff must discuss the proxy option for picking up food instruments and encourage the designation of a proxy at <u>each certification</u>. At subsequent certifications, WIC staff must review the list of family members to determine if any proxies should be deleted.</p>
Proxy cards	<p>Make proxy authorization cards available whenever possible for your participants to use. Participants/parents/guardians may substitute a handwritten note providing the same information. See sample card in Policy 225.70A.</p>

Continued on next page

Guidelines, Continued

Retention requirements

Proxy cards and notes must be retained. They may be filed by date, filed alphabetically by name or scanned into the participant's record in the WIC data system.

Proxy proof of identity

When a proxy attends a certification appointment or picks up food instruments, the proxy must present proof of identity. Refer to Policy 220.10 for examples of proof of identity.

WIC staff as proxies

WIC staff is not allowed to serve as a proxy for a participant unless they meet the requirements for a proxy as defined on page one of this policy. If a WIC staff person is a proxy, then another staff person must issue the benefits to avoid any opportunity for, or appearance of, program fraud or abuse.

Issuing Benefits to a Proxy

Introduction This section describes the process for issuing benefits to an authorized proxy.

Duration of proxy status The proxy authorization must list the months for which authorization is given to pick up benefits. Authorization can be given for the duration of the certification.

Issuing benefits The process for issuing benefits to a proxy is described below.

Stage	Description
1	The proxy must either: <ul style="list-style-type: none"> • Be listed as a family member already OR • Present a signed authorization form or note.
2	The proxy must also present the participant's eWIC card and proof of their identity.
3	The WIC staff will: <ul style="list-style-type: none"> • Open the family's electronic record, • Request proof and verify identity of the proxy, • Add the new proxy to the family, • Write a comment/alert in the data system identifying the length of time the proxy is authorized, • Issue benefits, and • Ask the proxy to sign for receipt of benefits.
4	The WIC staff provides information about how to use the benefits.
5	The WIC staff scans in the proxy card or note in the participant record.

Note: WIC staff will also provide nutrition education to the proxy unless other arrangements were made to provide nutrition education to the parent/guardian.

This page is intentionally left blank.